



# June



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The following Business processes should be started or in progress:

- Budget Process
- Next Year Payroll Process
- End-of-Year (EOY) Accruals for June Year-End LEAs
- Create Service Records

The following business tasks have been identified for the month of June. Use the checklist below to ensure that the tasks are addressed, if applicable.

Application(s)	Task
<b>Budget</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that the budget is prepared by June 19th and adopted by June 30th.                             <ul style="list-style-type: none"> <li>• Prepare a public notice.</li> <li>• Calculate No New Revenue Tax Rate, No New Revenue M &amp; O Tax Rate, and Voter-Approval Tax Rate.</li> <li>• The public notice of budget and tax rate adoption must be published in the paper 10-30 days before the board meeting to adopt the budget and tax rate.</li> <li>• Post the required website budget posting (<a href="#">ESC-12 worksheet</a>) at the same time as the notice is published in the paper.</li> </ul> </li> <li><input type="checkbox"/> Close books/open the new year.</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare final budget amendments for the current fiscal year.</li> <li><input type="checkbox"/> Excess Wealth districts make the fifth payment.</li> <li><input type="checkbox"/> Obtain the final Child Nutrition Program commodity report for the current school year and record the commodity revenue and expense.</li> <li><input type="checkbox"/> Set up new grants as approval notifications are received.</li> </ul>
<b>Payroll &amp; Personnel</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be sure TRS On-behalf is recorded for the entire year after the final payroll is processed.</li> <li><input type="checkbox"/> Update/prepare template using PEIMS data.</li> <li><input type="checkbox"/> Update leave on the current year service records if already created.</li> <li><input type="checkbox"/> Report new contracts to TRS.</li> <li><input type="checkbox"/> Payoff retirees and other departing staff for early payoff if requested.</li> <li><input type="checkbox"/> Review/update the employee handbook/administrative procedures manual as needed.</li> <li><input type="checkbox"/> In odd years, complete the bank depository process by TEA deadlines. File any necessary documents with TEA.</li> </ul>

- Review/update the investment policy with the board.
- Review/update the list of providers for investment training with the board.



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